

TEXT AMENDMENT

AMEND THE TEXT IN ARTICLE 2, 3 AND 13 OF THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF LAKE CITY

APPLICATION BY CITY OF LAKE CITY TO AMEND THE TEXT IN ARTICLE 2,3, AND 13 OF THE LAND DEVELOPMENT REGULATIONS BY ADDING PROVISION FOR AN ADMINISTRATIVE APPROVAL PROCESS.

WORDS **BOLDED AND UNDERLINED** HAVE BEEN ADDED

WORDS **BOLDED AND STRUCK THROUGH** HAVE BEEN DELETED

DEFINITIONS

ADMINISTRATIVE APPROVAL PROCESS- is a process for minor site plans and affordable housing initiatives as defined by State Statute where the Land Development Regulations Administrator reviews and approves application without having to be heard in a public hearing. The applications reviewed and approved by this process shall be reviewed by the development review staff and approved, approved with conditions, or denied by the land development regulations administrator.

DEVELOPMENT REVIEW STAFF- The development review staff shall consist of the following city staff and outside agencies or their designee; Land Development Regulations Administrator, Director of Distribution and Collections, Director of Gas, Director of Public Works, Director of Waste Water, Director of Water Treatment, Utilities Coordinator, Police Chief, Fire Chief, School Board, County Engineer, Suwannee River Water Management District, and FDOT.

SECTION 3.3 ADMINISTRATIVE APPROVAL

ADMINISTRATIVE APPROVAL PROCESS- The administrative approval process shall be used for Affordable Housing Initiatives under Florida Statute or minor site and development plans.

1. Submittal Requirements-

Minor Site and Development Plans and Affordable Housing Initiatives: All submittals shall follow the requirements set forth in Section 13.11 of these Land Development Regulations for Site and Development Plan Approvals.

2. Review Process- The review process shall consist of the following steps: Completeness review, review by the Development Review Board.

- a. Completeness Review-The Land Development Regulations Administrator shall review the application to ensure the application is complete. If application is deemed insufficient, then the Land Development Regulations Administrator shall notify the applicant of all insufficiencies in writing. If application is deemed complete by the Land Development Regulations Administrator, then the Land Development Regulations Administrator shall forward the application to the Development Review Board.**
- b. Review by the Development Review Staff- The Land Development Regulations Administrator shall forward the application and all supporting documents to Development Review Staff for review. The Development Review Staff shall review the application within the times frames as stated in State Statute 166.033 and notify the applicant in writing of any concurrency issues or any other concerns found by the reviewing staff. Once the applicant has corrected all concurrency issues and has addressed all concerns of the reviewing staff, the Land Development Regulations Administrator shall approve, approve with conditions, or deny the application.**

SECTION 13.11.5

MINOR SITE AND DEVELOPMENT PLAN APPROVAL- Any development that requires site and development plan approval which meets the following criteria shall be subject to minor site and development review in accordance with this section:

- a. The proposed development is within a residential office or residential multi-family zoning district and is not contiguous to a residential single family zoning district;**
 - 1. If the development is contiguous to a residential single family zoning district then the development does not exceed 7,500 square feet of new or additional gross floor area; and**
 - 2. The proposed development does not exceed 20,000 square feet of new or additional impervious area.**

- b. The proposed development is within a commercial or mixed use zoning district and is not contiguous to a residential single family zoning district.**
 - 1. If the development is contiguous to a residential single family zoning district then the development does not exceed 7,500 square feet of new or additional gross floor area; and**
 - 2. The proposed development does not exceed 20,000 square feet of new or additional impervious area.**

1. Procedure: The Land Development Regulations ("LDR") Administrator shall have the authority to approve minor site and development plans. No building permit shall be issued for any development that requires minor site and development plan review until the LDR administrator has approved such plan. Minor site and development plan submittals shall be required to have the same contents as established in section 13.11.1. The LDR administrator shall not approve any minor site and development plan until such plan has been found to be in compliance with the requirements of these land development regulations ("LDRs").

2. Action of Minor Site and Development Plan: Minor site and development plans reviews shall consist of a completeness review of the application and review by the Development Review Staff. Once the Development Review Staff has reviewed the submittal and applicant has addressed all concerns of the Development Review Staff, then the Land Development Regulations Administrator shall approve, approve with conditions, or deny the submittal. A denial by the Land Development Regulations Administrator shall be in writing stating the reason for the denial and the date of the denial.

In reaching a decision as to whether or not a minor site and development plan as submitted be approved the Land Development Regulations Administrator shall be guided in its decision to approve, approve with conditions, or to deny by the standards set forth in Section 13.11.3.1-11 of these Land Development Regulations.

- 3. Issuance of building permits and minor changes- Issuance of a building permit and minor changes shall be in accordance with section 13.11.4 of these Land Development Regulations.**
- 4. All developments approved through the administrative approval process shall expire 12 months from the date of approval unless a building permit has been applied for or issued for at least one building in the development prior to the expiration date. For minor site and development plans approved for development without a building (i.e. impervious area), the minor site and development plan approval shall expire 12 months from the date**

of approval unless site construction has begun prior to the expiration date. Applicant may request one 12-month extension in writing stating why the extension is necessary. The Land Development Administrator may grant an extension if project still has adequate capacity as determined upon original submittal.

5. Appeals- Appeals to the decision of the LDR administrator shall be in accordance with Article 12 of these LDRs.